



New Commercial Buildings & Additions

809 N. Broadway, / Milwaukee, WI 53202 / 414-286-8210

The City of Milwaukee is a Wisconsin certified first class municipality. This means that City government has assumed the responsibility of reviewing plans for all commercial construction projects. (Except Federal or State owned buildings, and Hospital, Nursing Homes or CBRF's). The Milwaukee Development Center's plan examiners review plans for compliance with the International Building Code as well as municipal building and zoning codes. Once the plans have been reviewed and approved, the construction permit will be prepared and issued.

Submitting plans for review

Plans can be submitted via mail or in person at the Milwaukee Development Center. If you have plan submittal questions you can contact one of our Permit Techs by calling (414) 286-8210 or Planreviewsubmittal@milwaukee.gov for more information.

Submittal requirements

Provide the following items for plan review. An incomplete submittal may delay plan review.

- Four (4) sets of construction documents. Plans must be prepared and sealed by a design professional, a Wisconsin registered architect or engineer, if the volume of the proposed building is 50,000 cubic feet or greater. The seal must be an original stamp and signature of the design professional on each set.

An additional set of plans will be required if the project requires Health Department review (such as a restaurant or tavern), or if the project is in a special district such as a redevelopment district, historic district, or an overlay district.

- Seven (7) copies of the Plat of Survey. These surveys should show the proposed improvements and have an original stamp and signature of the registered land surveyor who prepared it.
- The Certificate of Supervision of the design professional if the volume of the proposed building is 50,000 cubic feet or greater.
- One (1) copy of specifications.
- Erosion control plans, completed worksheet, and the required surety deposit.
- IBC plan review worksheets. (See [IBC Worksheets](#))

- One (1) copy of structural calculations stamped and signed by the design professional who prepared them.
- Energy worksheets from COMM 63 of the state building code for the building envelope.
- Before permits can be issued for new buildings, additions that are slab on grade construction, or footing and foundation work, or plumbing plans must be submitted to the plumbing plan reviewers in the Development Center. Those plans need not be approved prior to the release of the building permit, but they must be submitted.
- Four (4) sets of landscape drawings are required for projects involving (1) industrial and manufacturing uses near residential zoning districts, (2) parking areas within 25 feet of a street, (3) motor vehicle display or storage, (4) outdoor storage, (5) Dumpsters/Mechanical Equipment. Provide landscape sheets with details demonstrating compliance with s. 295-405 of the Zoning Code.
- A digital version of the site plan (acceptable formats are .dgn and .dwg) submitted on a compact disk, 3.5" diskette, or via email to the plan examiner.
- Plan examination fees (see [fee schedule](#)) and a completed plan review application form.

The permit

Assuming all necessary items have been submitted for review, you can anticipate that the review will be complete within 15 working days. During the plan review, the plan examiner will complete the permit application and, in most cases, produce a plan review letter indicating significant code issues that must be addressed during construction.

Upon completion of the review, the applicant is notified that the permit is ready and told what the permit cost will be. The applicant should sign, pick up and pay for the permit at the front desk of the Development Center, 809 N. Broadway. Plans can be picked up between 8:00 a.m. to 4:30 p.m., Monday through Friday.